



POSITION DESCRIPTION

Job Title:	Accounting and Payroll Officer
Organisation:	Trustees of the De La Salle Brothers
Location:	Bankstown NSW
Immediate Manager:	Director of Finance and Director of Human Resources
Direct Reports:	Nil
Approval Date:	April 2021

Background

The aim of the Trustees of the De La Salle Brothers and Lasallian Mission Council, through the operations of Lasallian Mission Services, is to deepen the understanding, relevance and engagement with the Lasallian Mission throughout the province of Australia, New Zealand, Pakistan and Papua New Guinea (ANZPPNG). This will be achieved through primary and secondary schools, Teachers' Colleges, welfare works, youth ministry, Australian Lasallian (Asia/Pacific) Foundation Limited, formation of mission, Signum Fidei, Lasallian Family (PNG), Young Lasallians and Lasallian Volunteers. The mission is shared between Brothers and Lasallian Partners and is based on the Gospel and Lasallian heritage "to provide human and Christian education to the young, especially the poor".

The Trustees of the De La Salle Brothers is a child safe organisation, dedicated to the protection of children, young people and adults at risk. As an organisation, it is committed to ensure the highest level of support and protection towards those entrusted to its care. All personnel have a shared responsibility to ensure a zero-tolerance towards any abuse against children, young people and adults at risk.

Position Rationale

The Accounting and Payroll Officer role is a permanent .8 FTE 4-day/week position with flexibility to be worked over 5 short days or 4 full days, per week (30.4 hrs).

The role has a dual reporting line into:

1. the Director of Finance with additional accountability to the leadership team of Lasallian Mission Services for accounting and financial management reporting.
2. the Director of Human Resources for payroll and employment related matters.

The primary purpose of this role is twofold.

1. to manage the accounting and reporting functions for three entities and collaboratively support a range of internal and external stakeholders with financial management.
2. to manage the payroll functions of processing, payment and reconciliation for three entities in compliance with relevant legislations and awards.

Responsibilities/Duties

Accounting

- Manage the MYOB ERP system across all modules of general ledger, reporting, banking and master records while ensuring the integrity of data.
- Develop and maintain the financial reporting and analysis systems to prepare monthly financial reports and cashflow projections for management and committee groups.
- Manage all tax compliance requirements for GST (including lodgement of BAS) and collaborate with our audit firm for FBT.
- Collaborate with the Director of Finance and the leadership team of Lasallian Mission Services to prepare annual budgets.
- Periodically, work with the Brothers' Communities to transact reimbursements, GST claims and provide other accounting support.
- Manage all aspects of banking including the allocation of receipts / payments, term deposit arrangements and monitoring cash balances.
- Manage all invoicing and collection of accounts and other debtors.
- Preparing quarterly balance sheet reconciliations with detailed working papers, reconciliations and year-end adjustments to support the financial reporting & audit process.
- Provide backup support for EFT payment processing and act as signatory for payments.
- Maintain asset registers and post quarterly recurring journals e.g., depreciation.
- Attend annual FBT and other professional development seminars.
- Other accounting related duties as required.

Human Resources

- Manage the fortnightly payroll processes in MYOB and STP with remittance of PAYG, SGL and other staff deductions.
- Maintain MYOB employee master records and staff personnel files while ensuring remuneration adjustments are in accord with relevant awards as advised by the HR Director.
- Process all leave applications and respond to staff queries regarding conditions and entitlements.
- Liaise with the Brothers' Communities to enable timesheets to be processed.
- Reconcile and report annual workers' compensation insurance declarations.
- Maintain and process workers compensation claims and records.
- Other employment related duties as required.

Qualifications & Skills

- Accounting, business or bookkeeping qualifications
- Demonstrable accounting / bookkeeping skills and experience
- Payroll systems' experience and knowledge of employment entitlements & taxes
- Excellent interpersonal, written and verbal communication skills
- Proven organisational skills, including multi-tasking and meeting deadlines
- High attention to detail
- Flexible and with the ability to support multiple stakeholders
- Microsoft Office skills essential
- MYOB systems experience will be considered favourably
- High ethical standards, confidentiality and integrity